

SAFETY COMMITTEES

1703

(November 1991)

Safety committees are established at the department, region, and unit levels to assist managers in meeting the objectives of the safety program.

Each region and unit will establish safety committees. The purpose of these committees is to promote a safe and healthy work environment for employees and to recommend methods to reduce accidents and personal injuries.

DEPARTMENTAL SAFETY COMMITTEE

1703.1

(No. 38 September 2002)

The Operations, Safety, Health, and Training Advisory Committee (OSHTAC) will coordinate the activity of the statewide safety committee. The committee will meet semi-annually, at a minimum. It will include representatives from each region, the Fire Protection division in Sacramento, mobile equipment, and the Fire Academy.

REGION SAFETY COMMITTEES

1703.2

(No. 38 September 2002)

A safety committee will be appointed by each region chief. The region chief should consider representation covering a cross section of employees. This group will be responsible for:

- Developing regionwide safety program goals and objectives;
- Analyzing the effectiveness of the units' safety program;
- Reporting its findings to the region chief along with a recommended course of action;
- Sharing information between units as a means of building a responsive and coordinated problem; and,
- Identifying matters of statewide interest and reporting them to the Departmental Safety Committee.

At a minimum, safety committee meetings should be scheduled quarterly. Exceptions to this policy may occur during the fire season when scheduling a meeting is inadvisable.

The Departmental Safety Officer will receive copies of all committee meeting minutes when they contain items of statewide interest.

UNIT SAFETY COMMITTEE

1703.3

(No. 38 September 2002)

A safety committee will be appointed by each unit chief. The unit chief should consider a cross section of employees for committee membership. He should also encourage representation from cooperative agencies and volunteer fire departments.

Unit safety committees should have responsibility for the following:

- Developing program goals and objectives;
- Reviewing accident reports to determine causation and develop prevention recommendations.
- Recommending guidelines and programs for safety education and training.
- Exchanging ideas to improve methods of operation.
- Developing recommendations regarding policy and programs to:
- Promulgate safety regulations and standards.
- Establish safety goals.
- Reviewing needs for safety clothing and equipment.
- Developing check sheets and techniques for safety inspections.
- Defining major hazards and recommending corrective action.
- Disseminating safety information to keep managers, supervisors, and employees informed of safety hazards and prevention techniques.
- Evaluating the effectiveness of unit's safety program.

The region office and Departmental Safety Officer will receive a copy of all committee meeting minutes when they contain items of interest.

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